

**SECRET**

16 NOV 1962

MEMORANDUM FOR: Director of Logistics

SUBJECT : Manpower Survey

1. I have reviewed the subject report and I am stating my views to you for your guidance in determining action to be taken.
2. Paragraph 6a(1) on page 15 of the Task Force report proposes limitation on services beyond certain limits. I believe we already have these limits clearly defined. Limits on funds and ceilings plus the customary supervisory attitudes to such matters represent the guide lines which should be followed. I am certain that the Office of Logistics has long since learned to educate its clients and discourage requests for services which do not appear to be in the best interests of the Agency. On the other hand, I would strongly oppose any action which would serve to alter the spirit of dedication and service which has required years to establish.
3. Pages 3 and 4, Annex 4 of the report deal with the consolidation of administrative services. This action has already been taken, and I will so report it to the Comptroller.
4. Pages 6 and 7 of Annex 4 and pages 5 and 6 to Tab B of Annex 4 deal with the subject of economies in our courier system. I have asked  to undertake, in conjunction with the Agency elements concerned, a study of this matter in order to come up with appropriate recommendations.
5. Pages 7 and 8 of Tab C to Annex 4 deal with the matter of accelerating certain planning projects. I would like your views on this matter.
6. Tab G to Annex 4 contains several recommendations involving the Printing Services Division. Please let me have your views in this regard.

SIGNED H. Gates Lloyd

for L. K. White  
Deputy Director  
(Support)

SPA-DD/S:JHP:fmf ( 14 Nov 62)

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